Getting a Library Card

1. Katie is a librarian.

2. Maria wants to get a library card.
Getting a Library Card

3.

4.

5.

6.
Getting a Library Card

A. Warm-up questions about reading and the library.

General questions:

1. What kind of books do you like to read?
2. How often do you read a book?
3. What is a bookworm?
4. What do you like to read besides books?
5. How many of you have a library card?
6. How often do you go to the library?
7. Which library do you usually go to?

Specific questions about the Winnipeg Public Library:

8. What is the name of the main library branch on Donald Street?
9. How much does it cost to check out a DVD for adults?
10. Can your child get a library card?
11. Can you use your library card at any branch?
12. For how long can you take out a book?
13. Can you return a book at 3:00 in the morning?

B. The steps in getting a library card.

*Study the pictures and discuss the steps in getting a library card.*
C. Dialogue

Jeong: Do you wanna go for coffee after school?

Sahid: Great idea, but I can’t. I have to return my library books. They’re due today.

Jeong: I’ve never had a library card. How do I get one?

Sahid: You just go to any public library and fill out an application form.

Jeong: That’s it?

Sahid: Not quite. You’ll need some ID.

Jeong: Like what?

Sahid: Well, like your driver’s licence, medical card, or a phone bill - anything with your name and address on it.

Jeong: Hey, what if I go with you? Do you think I can get a library card today?

Sahid: Sure. You just have to fill out the form.

Jeong: Oh, but I don’t have a lot of money with me. How much does it cost?

Sahid: Nothing, if you live in Winnipeg.

Jeong: The price is right! Let’s go!

Sahid: OK. Here, help me carry my books.

Jeong: Wow! That’s a lot of books! How many can you borrow?

Sahid: Up to 50 items at a time

Jeong: Really?

Sahid: Yeah. Just don’t be late returning them or you’ll have to pay an overdue fine.

D. Student dialogues.

Now make up your own dialogue like the one above using the photo story as a guide.
E. Fill out an application form.

APPLICATION FOR LIBRARY CARD
(Winnipeg Public Library)
Free to residents of Winnipeg; acceptable identification is required.

APPLICANT'S LAST NAME: (Please print clearly) FIRST NAME MIDDLE INITIAL(S)

PARENT(S)/LEGAL GUARDIAN(S): (when applicant is under age 18)
NAME #1 NAME #2

Names listed in this application will have access to this account.

BIRTHDATE: / / YEAR GENDER: ☐ M ☐ F PHONE: ( ) -

MAILING ADDRESS:

APT # STREET # STREET NAME (Box, Group, R.R.) CITY POSTAL CODE

LIBRARY NOTICES: ☐ PHONE or ☐ E-MAIL E-MAIL ADDRESS

HOME ADDRESS: (if different from Mailing Address)

APT # STREET # STREET NAME CITY POSTAL CODE

INTERNET ACCESS: (select one)
☑ FULL internet access ☐ FILTERED internet access ☐ NO Internet access (except ☐ Express computers)

The applicant, or parent/legal guardian if applicant is under age 18, agrees to be responsible for all materials borrowed and to abide by the rules and regulations of the Winnipeg Public Library. The information on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. This information may be released to a 3rd party in order to collect unpaid fines and fees.

Signature of Applicant (if 18 or older)
or Parent/Legal Guardian:

Non-residents of Winnipeg and visitors who do not meet the requirements below must pay a non-refundable fee.

Does a member of your household have a valid Non-Resident Card? ☐ RECEIPT #

Does a member of your household own property or pay business tax to the City of Winnipeg? ☐ Yes ☐ No

PROPERTY ADDRESS or BUSINESS NAME and ADDRESS

TAX ROLL#

STAFF USE ONLY: DATE BORROWER# STAFF NAME

CW274: 2005 07
F. Match the library terms with the definitions.

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Librarian</td>
<td>_____ Money you pay if you return a book late</td>
</tr>
<tr>
<td>2. To renew</td>
<td>_____ Someone who reads a lot</td>
</tr>
<tr>
<td>3. Overdue</td>
<td>_____ To ask for a particular item in the library</td>
</tr>
<tr>
<td>4. Due date</td>
<td>_____ The date you must return the book by</td>
</tr>
<tr>
<td>5. Circulation desk</td>
<td>_____ Your book is late</td>
</tr>
<tr>
<td>6. To check out</td>
<td>_____ To take out a book</td>
</tr>
<tr>
<td>7. Book chute</td>
<td>_____ Place where you can return a book after the library closes</td>
</tr>
<tr>
<td>8. Bookworm</td>
<td>_____ To get an extension of time on your book</td>
</tr>
<tr>
<td>9. On hold</td>
<td>_____ Person who works in a library</td>
</tr>
<tr>
<td>10. Fine</td>
<td>_____ Reserving a book so that when it is returned, you get it next</td>
</tr>
<tr>
<td>11. Stacks</td>
<td>_____ Where you can get information about library resources</td>
</tr>
<tr>
<td>12. To request</td>
<td>_____ Shelves of books or other material</td>
</tr>
</tbody>
</table>
G. Making questions via email

*Pretend you are emailing the library. Make questions based on the following information.*

**Example:** Getting a library card  _How do I get a library card?_

1. Hours of operation of the library _________________________________________________
2. Identification required _________________________________________________________
3. Cost of a library card _________________________________________________________
4. Fine for an overdue book ______________________________________________________
5. Getting an application form ____________________________________________________
6. Nearest branch to where you live ______________________________________________
7. If your child can get a library card ______________________________________________
8. Total number of items you can check out __________________________________________
9. If the library has DVDs _________________________________________________________
10. Whether you can return books after the library is closed ____________________________
Getting a Library Card: activities for advanced levels

Teacher Notes

These photo stories and activities were produced to introduce EAL/ESL and new learners to the wealth of programs, collections and services of Winnipeg Public Library. The photo stories help visually guide the learner through common experiences of the library. The activities help reinforce vocabulary and encourage familiarity with library resources.

Each module presents a new topic to expand library knowledge, vocabulary and reading, writing, and speaking skills. Supplementary handouts and guides are also available for classroom and individual use. All materials are available in .pdf at winnipeg.ca/library.

Note: Please note that library fines, fees and hours are subject to change. Content will be updated periodically to reflect changes to library hours, fees and collections. Visit the Library’s website at winnipeg.ca/library for up to date information on the library.

Feedback is always welcome. Contact the Administrative Coordinator of Outreach Services and Marketing, Winnipeg Public Library at 204.986.4255.

The photo story and activities are suitable for Canadian Language Benchmarks 5-6.

Teacher Instructions and Answer Keys

Activity A

Activity A is designed to get the students thinking about the library. It is an oral activity with the teacher asking the questions. This activity may be repeated after other lessons are completed to gauge their learning.

Questions 1 to 7 are open-ended questions that will elicit various responses. Questions 8 to 13 are specific questions about the Winnipeg Library system. Depending on students’ knowledge of the library, they may or may not know the answers yet.

Answer Key for questions 8 – 13:
8 – Millennium Library
9 – $1.20
10 – Yes
11 – Yes
12 – 3 weeks (Sometimes it can be renewed)
13 – Yes (The book chutes are open after hours).
Activity B

Students study the photo story, ‘Getting a library card’ and determine the steps illustrated in the photos. The teacher should then go over the steps with the class in terms of the steps. The teacher may want to write the steps on the board as determined by the class. An example of what the class may come up with:

1. Go to any Winnipeg library branch.
2. Tell the librarian that you want a library card.
3. Fill out an application form.
4. Show the librarian any acceptable identification - a driver’s licence, a medical card, or any ID, such as a phone bill, with your name and current address on it.
5. Receive your library card on the spot.

Activity C

This activity is designed to introduce the key words in getting a library card through a realistic dialogue. Hand this dialogue out to the students. The teacher selects two students to read the dialogue. After the students read it, the teacher should ask the class if they understand all the words in the dialogue.

Activity D

The students are now ready to practice the picture dialogue. Divide the class into pairs, and have them follow the pictures and make up their own dialogue about getting a library card. Encourage the students to be a little inventive with their dialogues. After the student pairs have practiced both roles, the teacher calls upon one pair of students to perform the dialogue for the rest of the class.

Activity E

The teacher hands out an application form for the students to fill out. (It can also be downloaded from the website at winnipeg.ca/library). The teacher may want to go over the application form with the students after they’ve filled it out to make sure it’s complete and correctly filled out.
Getting a Library Card: activities for advanced levels

Teacher Notes

Activity F

This activity is designed to help the students learn some of the key terms related to the library, which will make it easier for them to ask questions and get information at the library.

1. Librarian Person who works in a library
2. To renew To get an extension of time on your book
3. Overdue Your book is late
4. Due date The date you must return the book by
5. Circulation desk Where you can get information about library resources
6. To check out To take out a book
7. Book chute Place where you can return a book after the library closes
8. Bookworm Someone who reads a lot
9. On hold Reserving a book so that when it is returned, you get it next
10. Fine Money you pay if you return a book late
11. Stacks Shelves of books or other material
12. To request To ask for a particular item in the library

Activity G

The teacher tells the students to pretend they are emailing the library with some questions they want to ask. The students can ask each other their questions once they have finished. The teacher may want this work handed in to check it over.

(Note: The Winnipeg Public Library has an ‘Ask the Librarian’ feature on the website for submitting email questions. Although not for use for this exercise, this service may be of interest to the students for their future needs).